

## **Church Hall - Terms of Letting**

**All hall hirers are required to sign this form agreeing to the following conditions:**

1. To take charge of a new key to the Church hall, and accept responsibility for its safe keeping.
2. In the event of the key being lost, I agree to pay the sum of £20.00 for its replacement.
3. I understand I am required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision will be provided.
4. I will not allow children to play in the church grounds.
5. I have received a copy of the booklet "Keeping Children Safe", and note the ratio of helpers prescribed on page 4.
6. I understand the fixing of notices of any kind to the walls with blue tack, Sellotape or pins is strictly forbidden.
7. I will use the premises only for the purpose of the arranged event.
8. I will pay for any damage caused by my use to the property and for any breakages.
9. I will not allow the playing of any games or the use of equipment or the wearing of inappropriate footwear in the Main Hall or elsewhere in the building which may cause damage particularly to the floors.
10. I agree not to allow disturbance to neighbours by the playing of loud music or other noise.
11. I agree to take home my accumulated refuse and waste; and to remove all property for which I am responsible.
12. Only by prior arrangement with the Wardens and the Parish Office may any of these conditions be varied. Such arrangements will only be made in writing.
13. I will obtain the appropriate license for use of pre-recorded music, or the sale of alcohol before my event.
14. I will ensure all external access doors are locked (*including fire doors, back door to the kitchen, patio doors and main doors*) once my event has finished. I will also close and lock all windows.
15. I will return the key to the Parish Office at the earliest convenience once my event has finished.

## **Church Hall - Terms of Letting continued .....**

Anyone running workshops or a business with children and/or vulnerable adults attending will be required to provide copies of CRB clearances **for yourself and all helpers**. The law is changing this year and you may also be required to be registered with the Independent Safeguard Authority.  
Please check government websites for details.

### **An important note regarding Public Liability Insurance**

The Church Hall provides indemnity but certain areas and events are not covered and special care is needed.

#### **What is not covered**

We will not provide an indemnity in respect of the following:

- a. Liability incurred in respect of accidents away from the hired premises.
- b. Liability arising from food and drink supplied at the event where such goods have been supplied by a professional caterer.
- c. Liability arising from the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment.
- d. Liability arising from bonfire and fireworks.
- e. Liability arising from any organized sports activities.
- f. Liability arising from any other activity of a hazardous nature.
- g. Liability assumed by agreement unless liability would have attached without such agreement.
- h. Liability which is insured elsewhere under any other policy.
- i. Liability arising from an organization hiring the hall on more than three times a year.

#### **The Church is no longer able to provide Public Liability Insurance cover for any regular non-church organizations using the halls.**

I have read and understood all insurance clauses.

I have read and understood all conditions on pages 1 and 2 of this document and agree to adhere to the terms therein.

Signed: .....

Name: (Block capitals please) .....

Address: .....

.....

Telephone: .....e-mail .....

Number of keys issued: .....

Date: .....